



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF TABUK CITY

Office of the Schools Division Superintendent

22 May 2023

**DIVISION MEMORANDUM**

No. 20, s. 2023

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads and Teachers  
Non-teaching personnel  
All others Concerned

**DIVISION CALL FOR PAPERS FOR BASIC EDUCATION RESEARCH FUND  
SY 2023-2024**

1. The Schools Division Research Committee (SDRC) continues its endeavor to promote the culture of research in our Schools Division. As such, to assist our researchers, have an access and maximize the support mechanisms provided by our Department thru the Basic Education Research Fund, the SDRC calls for the online submission of research proposals from all governance levels for evaluation by the committee for possible funding under BERF FY 2023. Along this line, it is expected that all submitted proposals have undergone screening and review at the school/ district level (whichever is applicable).

2. Henceforth, all research proposals from the schools, districts, and the division office to be submitted online for initial review by the SDRC should include a scanned copy of the following required attachments:

- a. Evaluation checklist signed by the School Research Coordinator and the chairman of the school research committee (Enclosure 1 and 2)
- b. Application form and endorsement of immediate supervisor (Enclosure 3)
- c. Anti-plagiarism and absence of conflict of interest declarations (Enclosure 4)

3. To facilitate review, researchers are to submit their proposals in *MS Word* thru email at [planningandresearch.dotabuk@gmail.com](mailto:planningandresearch.dotabuk@gmail.com) on or before **June 26, 2023**.

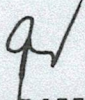



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4. The target implementation of the proposals shall be at least October 2023 onwards. All qualified proposals in the division level will be endorsed to the Regional Research Review and Evaluation Committee (RRREC) for review and approval thru the PPRD upon the issuance of a call for papers at the Regional Level.

5. Immediate and wide dissemination of this Memorandum is desired

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent 

SGOD/P&R/dbb/ CallforPapersforBERFSY20232024  
22May2023



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EVALUATION CHECKLIST – ACTION RESEARCH PROPOSAL

Proponent: \_\_\_\_\_  
Title of proposal: \_\_\_\_\_  
School: \_\_\_\_\_

Key Elements	Evident	NOT Evident	Remarks (Comment/Suggestion)
<b>Context and Rationale</b>			
- General situation/ description of the context of the problem identified.			
- Importance			
- Aim			
- Related Studies			
- Potential Contribution			
<b>Action Research Question</b>			
- General aim			
- Specific questions			
<b>Proposed Innovation, Intervention, and Strategy</b>			
<b>What is the intervention?</b>  -supported by theory, related studies...  -Discussion shows the appropriateness of the intervention to address the problem.  -Present what is new/modified			
<b>Discuss the implementation of the intervention.</b>  - procedures (activities, time frame)  -presents the role of the participants (researcher/s, learners, parents, etc)			
<b>Research Methodology</b>			
<b>Research Design</b>  - Appropriateness			
<b>Participants and/or Other Sources of Data and Information</b>			
- Who are the population/ participant?			
- Why choose these population/ samples			



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EVALUATION CHECKLIST – BASIC RESEARCH PROPOSAL

Proponent: \_\_\_\_\_  
Title of proposal: \_\_\_\_\_  
School: \_\_\_\_\_

Key Elements	Evident	NOT Evident	Remarks (Comment/Suggestion)
<b>Introduction and Rationale</b>			
- General situation			
- Importance			
- Aim			
- Related Studies			
- Research Gap (literature)			
- Potential Contribution			
<b>Literature Review</b>			
- Aligned with the research question (variables)			
-theoretical/conceptual framework			
<b>Research Questions</b>			
- General aim			
- Specific questions			
<b>Scope and limitation</b>			
- Scope			
- Limitation /s Methodological limitation Data interpretation Scope of the study			
<b>Research Methodology</b>			
<b>Research Design</b>			
- Appropriateness			
<b>Population and/or Sampling</b>			
- Who are the population/ participant?			
- Why choose these population/ samples			
- How many?			
- How did you select them? – sampling technique			
<b>Data Collection</b>			
- What tool is to be used? Content aligned with the research question.			
- Validation			
- Reliability test			
- Process/ procedure in collecting data			
<b>Plan for Data Analysis</b>			
- Alignment with the research question - Uses quantitative (statistical) and/or qualitative (thematic/content analysis, process tracing) tools that are appropriate to the problem/issue and research design to analyze data.			
<b>Ethical Issues</b>			
- Permission from management - Voluntary participation			



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<ul style="list-style-type: none"> <li>- Informed consent</li> <li>- Anonymity</li> <li>- Confidentiality</li> <li>- Potential harm</li> <li>- Results communication</li> </ul>			
<b>Timetable / Gantt Chart</b> <ul style="list-style-type: none"> <li>- sensible timeline indicating plans from commencement right through to submission.</li> <li>- major milestones with specific activities</li> </ul>			
<b>Cost Estimates</b> <ul style="list-style-type: none"> <li>- follow the accounting and auditing rules</li> </ul>			
<b>Plans for Dissemination and Advocacy</b> <ul style="list-style-type: none"> <li>- indicate how the results will be disseminated in a wider community and for a specific group of people, teachers, students, parents, or other stakeholders that may benefit from the findings. - accessible for key stakeholders.</li> <li>- Indicate utilization of research/findings</li> </ul>			
<b>References</b> APA 7 <sup>th</sup> edition			
<b>Appendices</b>			
- data collection instrument			
- letter/s to management			
- consent form			
- assent form			
Others: Specify			

Remarks:

For revision: \_\_\_\_\_

For submission to the SDRC: \_\_\_\_\_ (All key elements are evident.)

**This is to certify that the attached research proposal was reviewed and passed all the requirements.**

\_\_\_\_\_  
**School Research Coordinator**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**School Research Review Committee Chairman**

**Date:** \_\_\_\_\_



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Research Proposal Application Form and Endorsement of Immediate Supervisor

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH <i>This includes the following: main purpose/ objective of the study, participants, data collection, data analysis plan</i>	
RESEARCH CATEGORY (check <u>only one</u> )  <ul style="list-style-type: none"><li><input type="radio"/> National</li><li><input type="radio"/> Region</li><li><input type="radio"/> Schools Division</li><li><input type="radio"/> District</li><li><input type="radio"/> School</li></ul> (check <u>only one</u> ) <ul style="list-style-type: none"><li><input type="radio"/> Action Research</li><li><input type="radio"/> Basic Research</li></ul>	RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme) <ul style="list-style-type: none"><li><input type="radio"/> Teaching and Learning</li><li><input type="radio"/> Child Protection</li><li><input type="radio"/> Human Resource Development</li><li><input type="radio"/> Governance</li></ul> (check <u>up to one</u> cross-cutting theme, if applicable) <ul style="list-style-type: none"><li><input type="radio"/> DRRM</li><li><input type="radio"/> Gender and Development</li><li><input type="radio"/> Inclusive Education</li></ul> <ul style="list-style-type: none"><li><input type="radio"/> Others (please specify): _____</li></ul>
FUND SOURCE (e.g. PERSONAL, BERF others)*	AMOUNT
TOTAL AMOUNT	

\*indicate also if proponent will use personal funds



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**B. PROPONENT INFORMATION**

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION / DESIGNATION:
REGION / DIVISION / SCHOOL (whichever is applicable)		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE)  <i>enumerate from bachelor's degree up to doctorate degree</i>	TITLE OF THESIS / RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

**IMMEDIATE SUPERVISOR'S CONFORME**

I hereby endorse the attached research proposal. I certify that the proponent has/have the capacity to implement a research study without compromising his/her office functions.

**Signature over Printed Name**

Position of Immediate Supervisor

Date: \_\_\_\_\_



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**DECLARATION OF ANTI-PLAGIARISM**

1. I, \_\_\_\_\_, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgment and referencing.
2. I hereby attest to the originality of this research proposal and has cited properly all the references used. I further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education (and Basic Education Research Fund).

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**DECLARATION OF ABSENCE OF CONFLICT OF INTEREST**

1. I, \_\_\_\_\_, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, or reporting research.<sup>1</sup>
2. I hereby declare that I do not have any personal conflict of interest that may arise from my application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is conflict of interest during the initial screening as per Research Management Cycle Item ii.a..
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my research, I will duly report it to the research committee for immediate action.
4. I understand that I may be held accountable by the Department of Education (and Basic Education Research Fund) for any conflict of interest which I have intentionally concealed.

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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<sup>1</sup> Office of Ethics and Compliance, University of California, San Francisco, retrieved from <http://coi.ucsf.edu/>





- How many?			
- How did you select them? – sampling technique			
<b>Data Gathering Methods</b>			
- What tool is to be used? Content aligned with the research question.			
- Validation			
- Reliability test			
- Process/ procedure in collecting data			
<b>Data Analysis Plan</b>			
- Alignment with the research question - Uses quantitative (statistical) and/or qualitative (thematic/content analysis, process tracing) tools that are appropriate to the problem/issue and research design to analyze data.			
<b>Ethical Issues</b>			
- Permission from management - Voluntary participation - Informed consent - Anonymity - Confidentiality - Potential harm - Results communication			
<b>Action Research Work Plan and Timelines</b>			
- sensible timeline indicating plans from commencement right through to submission. - major milestones with specific activities			
<b>Cost Estimates</b>			
- follow the accounting and auditing rules			
<b>Plans for Dissemination and Utilization</b>			
- indicate how the results will be disseminated in a wider community and for specific group of people, teachers, students, parents or other stakeholders that may benefit from the findings. - accessible for key stakeholders. - Indicate utilization of research/findings			
<b>References</b>			
APA 7 <sup>th</sup> edition (at least 15 references)			



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<b>Appendices</b>			
- Sample of activities/worksheets			
- data collection instrument			
- letter/s to management			
- consent form			
- assent form			
Others: Specify			

Remarks:

For revision: \_\_\_\_\_

For submission to the SDRC: \_\_\_\_\_ (All key elements are evident.)

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**This is to certify that the attached research proposal was reviewed and passed all the requirements.**

\_\_\_\_\_

**School Research Coordinator**

**Date:** \_\_\_\_\_

\_\_\_\_\_

**School Research Review Committee Chairman**

**Date:** \_\_\_\_\_



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